



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

COMMERCE BUILDING
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CITY OF SAINT PAUL
GAMBLING LICENSE APPLICATION - **ADDITIONAL SITE**
(To be used by applicants conducting BINGO)

The attached check sheet lists each item that must be submitted to complete an application for the sale of pulltabs in a Saint Paul liquor establishment. Failure to submit all of the information required on the check list could result in the denial of your license application.

- No fees are due with your application. A 2.5% tax and a 10% contribution must be submitted monthly with your complete monthly tax return.
- A St. Paul worksheet must be submitted each month with your tax return (copy attached). The worksheet is used to calculate the 2.5% tax (due monthly) and 10% contribution (due monthly).
- You will be required to contribute 10% of your net proceeds from pulltab sales to the City Youth Fund or directly to a group(s) on the 10% Club List. (Call the License Office for a current list of eligible recipients.)
- No gambling can be conducted without a current premise permit on site.
- You must contact a Saint Paul inspector for a premise inspection when license is approved.
- Additional inspections will be made periodically.
- Random audits will be conducted by the Saint Paul License Office throughout the year. When your organization is selected for audit, you will be notified by mail of the information required for the audit.
- All audit results will be submitted to the State Gambling Control Division and Department of Revenue.
- All State forms are available at the following address:

Department of Gaming
Gambling Control Division
1711 West County Road B
Rosewood Plaza South, 3rd Fl.
Roseville, MN 55113

- Additional City information is available by contacting the Department of Safety and Inspections /Lawful Gambling Enforcement, 266-9114.

Attachments:

- 1) Application Check List
- 2) Compliance Affidavit

3) 10% Worksheet (Class A)

4) City Ordinance - Bingo & Pulltabs

CITY OF SAINT PAUL
GAMBLING LICENSE CHECK LIST
(ADDITIONAL BINGO LICENSES)

Please attach all requested information in the order listed. All copies should be made before you arrive at the License Division.

1) Gambling Manager Name _____

2) Gambling Manager Daytime Phone _____

3) Gambling Proceeds to be Used For _____

4) Organization Application (Copy) Yes___ No___
STATE FORM LG 200A

4a) Officers Affidavits President Yes___ No___
STATE FORM LG 200B Treasurer Yes___ No___

5) Premise Permit Application (Copy) Yes___ No___
for each site **STATE FORM LG 214**
Site Name(s) _____

6) Lease (Copy) **STATE FORM LG 215** Yes___ No___

6a) Lease is Signed by Lessee & Lessor Yes___ No___

6b) Site Sketch of Leased Premises Yes___ No___

6c) List of days and hours that bingo will be conducted Yes___ No___

7) Gambling Manager Application & Affidavit (copy) Yes___ No___
STATE FORM LG 212

8) Copy of membership minutes where your organization approved this site Yes___ No___

9) Organization Compliance Affidavit **CITY FORM** Yes___ No___

**TO BE COMPLETED BY
ORGANIZATION PRESIDENT AND GAMBLING MANAGER**

I understand and will uphold Saint Paul Ordinances 402 and 409, Sections 409.21 and 409.22 relating to lawful gambling including bingo and pulltabs in bingo halls.

Further, I understand that my bingo equipment, jarbar and/or pulltab dispensing machine must meet city standards; that 10% of the net profit from lawful gambling sales must be returned to the City-Wide Youth Fund on a monthly basis; that monthly financial statements must be filed with the City; that 51% of the net proceeds from charitable gambling at Saint Paul location(s) must be expended to directly benefit Saint Paul residents who participate in such programs or activities; and that 75% of the net proceeds from charitable gambling at Saint Paul locations shall be expended to or for purposes which benefit programs or activities occurring in the Saint Paul trade area.

Signature - Manager

Signature - Organization President

Organization Name

Gambling Location

Date

Please retain the attached ordinance for your records.

CITY OF ST PAUL
CLASS A GAMBLING SITES
WITH BINGO

For use with Lawful Gambling Summary (Schedule A if more than 1 site)
Organization Name _____

Gambling Location _____

Month/Year _____ Prepared By _____

TWO AND ONE HALF PERCENT TAX CALCULATION

A) Net Receipts - Total of lines 1c, 2c, 3c, 8c, 9c
(use Schedule A if more than 1 site)

A) _____

B) Amount above x .025 = 2½% tax due

PAY THIS

B) _____

TEN PERCENT NET PROFIT CALCULATION

a) Sum of lines 2C, 3C, 8C & 9C for St. Paul bingo site
(use Schedule A if more than 1 site)

a) _____

b) Line A above (Net Receipts)

b) _____

c) Line a (above) divided by Line b (above)

c) _____

d) Sum of lines 22 thru 35
(use Schedule A if more than 1 site)

d) _____

e) Line b (above) minus (-) Line d (above)

e) _____

Miscellaneous deductions (taxes paid for this site only)

- | | |
|---|----------|
| 1) Pulltab tax to distributor | 1) _____ |
| 2) Combined receipts tax generated by this site * | 2) _____ |
| 3) 2½% city tax | 3) _____ |
| 4) Federal taxes (from schedule C) | 4) _____ |
| 5) State gambling tax (line 11) | 5) _____ |
| 6) (-) Unsold Ticket Refund | 6) _____ |
| 7) 10% Youth Fund Credit | 7) _____ |

f) Total Miscellaneous Deductions for this site
(Total of lines 1 thru 7 above)

f) _____

g) Line e (Above) minus (-) Line f (Above)

g) _____

h) Line g (Above) x Line c (Above)

h) _____

i) Line h (Above) x 10%

PAY THIS

i) _____

Line I is the minimum amount for this month that must be contributed to either the City Youth Fund or to a group or groups on the eligible 10% Club list.

***Organizations with more than 1 site use reverse side of this page to show how the figure for combined receipts tax (line 2) was calculated**

City of Saint Paul Legislative Code

Chapter 402: Lawful Gambling

<http://www.stpaul.gov/code/lc402.html>

Sec. 402.01. Definitions.

As used in this chapter, the terms defined in Minnesota Statutes, Section 349.12 are incorporated herein by reference and shall be applicable to the provisions contained herein.

(Ord. No. 17384, § 1, 8-7-86)

Sec. 402.02. Gambling prohibited; exception.

No person except an organization licensed by the State Charitable Gambling Control Board pursuant to Minnesota Statutes, Chapter 349, or an organization permitted under this chapter, shall conduct lawful gambling within the corporate limits of the City of Saint Paul.

(Ord. No. 17384, § 1, 8-7-86)

Sec. 402.03. General regulations.

(a) The following regulations and restrictions shall apply to lawful gambling conducted within the City of Saint Paul and shall apply to organizations licensed by the state pursuant to Minnesota Statutes, Chapter 349, and to organizations issued permits pursuant to this chapter.

(b) *Prize limits.* Prize limits for lawful gambling shall not exceed the limits permitted by state law.

(c) *Liquor and minors/bingo.* No intoxicating or nonintoxicating liquor or beer shall be sold, served or consumed in the room where the bingo game is conducted.

(d) *Bingo--Game conduct and procedure:*

(1) Public view of proceedings: All bingo games shall be conducted in full view of the public and all accounting for and changing of money shall take place in the game room or hall in full view of game participants.

(2) Numbers: The selection and calling of numbers shall be in view of game participants and all numbers called shall be determined by chance by use of a fix-proof device of a kind approved by the inspector.

(3) Record of numbers: The organization shall maintain in full public view a record of the number of bingo games played or that is being played at all times during each bingo session.

(e) *Time and place limitations.* All such organizations shall comply with the requirements of state law as to the allowable number of bingo occasions and other time and place limitations, and such reasonable conditions and restrictions, including, but not limited to, by reason of this specification, restrictions on the number of occasions and/or hours of operation, as may be imposed on the applicable bingo, gambling or bingo hall license.

(f) *Bingo regulations--State licenses.* The following regulations apply only to charitable organizations licensed by the State Charitable Gambling Control Board for the conduct of bingo.

(1) Age limitation: No person under the age of eighteen (18) years shall be allowed in the room while bingo games are conducted.

(2) Limitation of number of bingo licenses: No more than seventy (70) bingo licenses shall be issued or permitted to be issued in the City of Saint Paul. This restriction shall apply only to bingo licenses issued for more than five (5) bingo occasions during a twelve-month period issued by the Minnesota State Charitable Gambling Control Board.

(3) Pull-tabs and tipboards: Pull-tabs and tipboards may be sold only during the hours that bingo may be conducted and one-half hour before and after each bingo occasion, shall be sold only from a booth approved by the inspector, and shall be used solely by the charitable organization for that purpose. In addition, pull-tabs may be sold from a movable cart at the same time that they may be sold from a booth, provided that the entire pull-tab deal shall be displayed at all times for sales from a booth, cart or both. Pull-tabs and tipboards shall be sold in the manner described in sections 409.22 of this Legislative Code.

(g) *Raffle regulation.* No person or organization, whether or not licensed by the state or issued a permit under this chapter, shall conduct or allow to be conducted under its name more than five (5) raffles in any calendar year.

(h) *Pull-tabs; information required to be posted.* In accordance with the provisions of Minnesota Statutes, Section 349.172, organizations selling pull-tabs must post in a prominent place at the point of sale all major prizes that have been awarded from each deal of pull-tabs. Posting of major prizes shall be done immediately upon awarding of the prize.

(Ord. No. 17384, § 1, 8-7-86; Ord. No. 17657, § 3, 6-8-89; Ord. No. 17726, § 1, 4-26-90; Ord. No. 17804, § 1, 1-15-91; Ord. No. 17819, § 1, 4-11-91; C.F. No. 92-990, § 1, 9-24-92; C.F. No. 95-971, § 1, 9-6-95; C.F. No. 98-458, § 1, 6-24-98; C.F. No. 03-994, § 1, 11-26-03)

Cross reference(s)--Misrepresentation of age by minors for possession of liquor and beer, Ch. 244; intoxicating liquor, Ch. 409; nonintoxicating malt liquor, Ch. 410.

Sec. 402.04. State gambling licenses.

(a) *Notice of application.* Applicants for state-issued gambling licenses shall file notice of application with the license inspector. The inspector shall investigate the applicant and shall report to the council in sufficient time so that the council may consider the approval or disapproval thereof within the thirty-day period provided by Minnesota Statutes, Chapter 349. Applicants shall provide the inspector with all information requested, and failure to do so may be cause for the council's disapproval of its application.

(b) *Reports.* A licensed organization shall file with the inspector copies of all reports which it is required to file with the State Gambling Control Board, and shall do so within seven (7) days of filing the report with the board. Failure to comply with this provision may constitute grounds for disapproval of state gambling licenses by the city council.

(Ord. No. 17384, § 1, 8-7-86)

Sec. 402.05. Local gambling tax.

(a) *Tax imposed.* There is hereby imposed a tax of two and one-half (2 1/2) percent on the gross receipts less prizes from all lawful gambling taking place within the city and

received by any person or organization licensed pursuant to Minnesota Statutes, Chapter 349.

(b) *Use of tax proceeds.* All tax proceeds shall be used for the purpose of regulating lawful gambling within the city.

(c) *When due and payable.* The tax imposed by this chapter shall be due and payable to the inspector on or before the last day of the month next succeeding the month in which the organization collected gross receipts from charitable gambling. Remittance of the full amount of the tax shall be accompanied by completed monthly returns on forms prepared by the inspector, containing all the information required thereon. The inspector may adopt or use all or parts of state forms used under Minnesota Statutes, Chapter 349.

(d) *Tax forms, rules and regulations.* The inspector shall devise and furnish upon request to all those required to pay the tax suitable form returns on which to report and account for all taxes required to be paid under this section. The inspector may, upon notice and hearing, adopt such rules and regulations as may be necessary to effect collection of the tax.

(e) *Reports to state.* In compliance with Minnesota Statutes, Section 349.212, subdivision 5, the inspector shall file by March 15 of each year a report with the Minnesota gambling control board in the form prescribed by said board showing the amount of revenue produced by the tax during the preceding calendar year and the use of the proceeds of the tax.

(f) *Late payment penalty.* If a tax payment is not received by the inspector on or before the due date provided above, a late payment fee of ten (10) percent of the total amount of tax proceeds due and owing on any given due date shall be added to the tax total and paid by the person or organization before the next monthly tax due date. An additional ten (10) percent late payment fee shall be added to the total due for each month during which due tax proceeds are not paid or withheld. Failure to make any required tax proceeds payment shall be sufficient grounds for adverse action by the council pursuant to sections 310.05 and 310.06 of this Legislative Code, and the council may impose payment of taxes and late fees in full as a condition precedent to further operation of the licensed activity, in addition to any other penalties including suspension or revocation.

(Ord. No. 17384, § 1, 8-7-86; Ord. No. 17795, §§ 1, 3, 12-13-90; C.F. No. 93-1872, § 1, 11-30-93; C.F. No. 95-27, §§ 1, 2, 2-1-95; C.F. No. 97-1481, § 1, 12-30-97; C.F. No. 99-257, § 1, 4-14-99; C.F. No. 03-994, § 2, 11-26-03)

Sec. 402.06. City permit required; administration as Class T license.

(a) *City permit required.* Lawful gambling by organizations not required to obtain a state license pursuant to said Chapter 349 may be conducted in the City of Saint Paul if an organization has been issued a permit approved by council resolution and upon compliance with the provisions of this chapter.

(b) *Class T permit.* Notwithstanding any other provision of law to the contrary, the gambling permit provided herein shall be administered as a Class T license and subject to those provisions of these chapters governing Class T licenses.

(Ord. No. 17384, § 1, 8-7-86; Ord. No. 17569, § 2, 6-7-88; C.F. No. 97-1481, § 2, 12-30-97; C.F. No. 03-994, § 3, 11-26-03)

Sec. 402.07. City permit application.

Application for city gambling permit shall be made to the inspector upon an application form supplied to the inspector, together with such additional information as may be required by the inspector. A separate application shall be required for each gambling event is to be conducted. Applications must be filed with the inspector at least seven (7) days prior to the requested date of the gambling event.

(Ord. No. 17384, § 1, 8-7-86; Ord. No. 17569, § 3, 6-7-88; C.F. No. 03-994, § 4, 11-26-03)

Sec. 402.08. Permit fee.

The fee required for a license shall be established by ordinance as specified in section 310.09(b) of the Saint Paul Legislative Code.

(Ord. No. 17384, § 1, 8-7-86; C.F. No. 99-257, § 2, 4-14-99)

Cross reference(s)--Uniform license procedures generally, Ch. 310.

Sec. 402.09. Compliance with state law.

Organizations shall, in the conduct of gambling permitted by the city council, comply with the provisions of all laws and ordinances, including Minnesota Statutes, Chapter 349 and this chapter.

(Ord. No. 17384, § 1, 8-7-86)

Sec. 402.10. Use of gambling profits.

Profits from lawful gambling may be expended only for lawful purposes as authorized at a regular meeting of the conducting organization. Organizations holding a State of Minnesota Charitable Gambling License to conduct bingo and/or the sale of pull-tabs, tipboards and paddlewheels shall pay to the Youth Program Fund, or to one (1) or more eligible recipients on the list established pursuant to section 409.235, following the procedures established therein, ten (10) percent of the monthly net profits from each Saint Paul site at which charitable gambling operations are conducted from the sale of pull-tabs, tipboards and paddlewheels.

(Ord. No. 17384, § 1, 8-7-86; Ord. No. 17549, § 1, 4-7-88; Ord. No. 17652, § 1, 6-1-89; Ord. No. 17925, § 3, 5-28-92; C.F. No. 03-994, § 5, 11-26-03)

Sec. 402.11. Reserved.

Editor's note--C.F. No. 97-1481, § 3, adopted Dec. 30, 1997, repealed § 402.11, which pertained to reports and derived from Ord. No. 17384, § 1, adopted Aug. 7, 1986.

Sec. 402.12. Compensation.

No compensation shall be paid to any person, including the manager, in connection with the operation of the permitted lawful gambling conducted pursuant to a city permit. No person who is not an active member of the permitted organization, or its auxiliary, or the spouse or surviving spouse of an active member, may participate in the organization's operation of a permitted gambling occurrence.

(Ord. No. 17384, § 1, 8-7-86)

Sec. 402.13. Owned/leased premises.

A licensed organization conducting lawful gambling shall do so only on premises either owned by it or pursuant to a written lease agreement with the owner of the property. All leases shall comply with the provisions of Minn. Stat. Chapter 349 and the rules promulgated by the State of Minnesota Gambling Control Board. A copy of the lease agreement shall be filed with the Department of Safety and Inspections.

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(Ord. No. 17384, § 1, 8-7-86; C.F. No. 03-994, § 6, 11-26-03)

Sec. 402.14. Gambling managers.

All operation of gambling devices and in the conduct of raffles pursuant to city permit shall be under the supervision of a single gambling manager designated by the organization. The gambling manager shall be responsible for gross receipts and profits from gambling devices and raffles and for its conduct in compliance with all laws and rules.

(Ord. No. 17384, § 1, 8-7-86; Ord. No. 17416, § 1, 11-20-86)